

# **The DLA Telework Program Orientation**



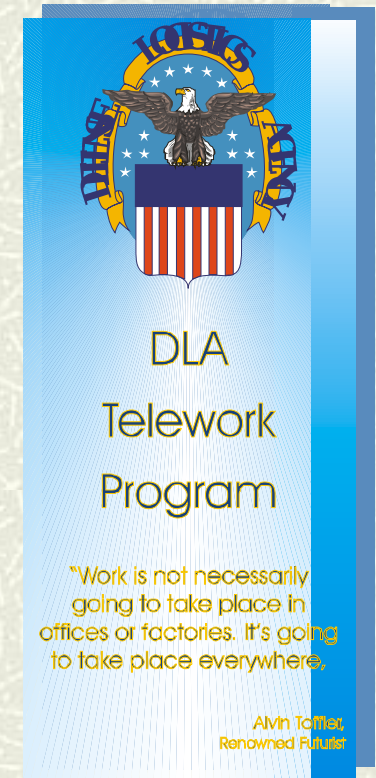
# Objective

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**To provide you with basic knowledge about DLA's Telework Program.**

# DLA Telework Program Brochure

- # Contains information about the DLA Telework Program
- # Transparencies = [www.dtc.dla.mil/Telework/Orientation](http://www.dtc.dla.mil/Telework/Orientation)





# **DLA Telework Policy**

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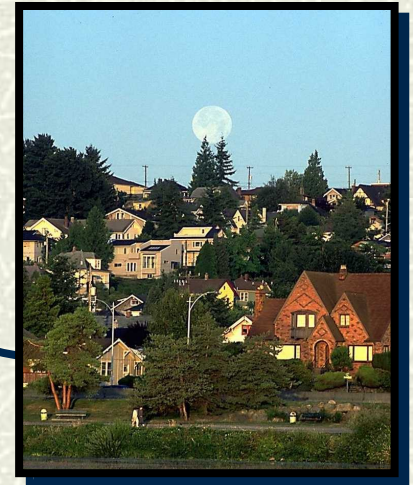
**The DLA telework policy is the foundation of the DLA Telework Program, and all DLA telework training.**



# Definition of Telework (Flexiplace,

## Telecommuting)

A work arrangement in which employees work away from their traditional offices at alternate sites.



# Concerns

- # Increases in air pollution and traffic congestion
- # Decreases in time for employees to devote to their families and communities





# Telecommuting/Telework

## Programs

- # General Services Administration (GSA)
- # Office of Personnel Management (OPM)
- # Other Federal agencies
- # Private industry





# **Enactment**

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**With the enactment of Public Law 103-346, all Federal agencies, including DoD/DLA, under the guidance of OPM, have begun to establish their own telework policies.**

# Who Does Telework Benefit?

- # The employer
- # The employee
- # Society overall



# Telework Benefits DLA

- # Enhances recruitment
- # Helps retain qualified individuals





# Telework Benefits DLA Employees

- # Reduces travel time and associated travel expenses
- # Gives more flexibility, thereby increasing job satisfaction



# Telework Benefits Society

## Telework reduces

- ▣ traffic congestion, and
- ▣ air pollution.





# **DLA Telework Program**

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**A program in which eligible DLA employees who occupy positions that are determined to be eligible for teleworking, will have the opportunity to perform their official duties in their homes or at a nearby telecenter.**



# Two Types of Telework

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- # **Regular and recurring arrangement—**  
Working at an alternative worksite according to a previously approved schedule, e.g., a teleworker is scheduled to telework every Tuesday.
- # **Periodic or intermittent arrangement—**  
Working at an alternative worksite for infrequent periods of time, e.g.,
  - a short-term work assignment
  - during office renovation, or
  - during dangerous travel conditions.

# Telecenters

**Facilities established for use by teleworkers that have workspaces with**

- # computers
- # printers, and
- # other common office equipment.



# Home Worksite

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## Employees will be:

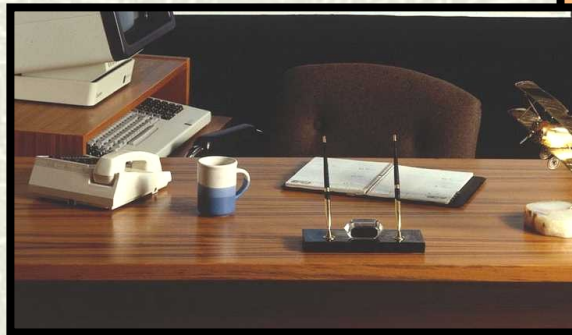
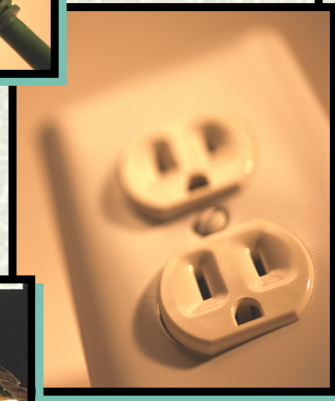
- # Required to designate one area in their home as their official worksite/home office.
- # Responsible for maintaining a worksite atmosphere in which
  - childcare and elder-care arrangements will be made in advance, and
  - personal business will be kept to a minimum.



# Home Worksite—Safety

**Offices in teleworkers' homes must have sufficient**

- # workspace
- # light
- # telephone service, and
- # power.



# Home Worksite— Equipment

- # Teleworkers will be responsible for the maintenance and repair of their own computer equipment.
- # DLA is responsible for the maintenance and repair of Government-furnished equipment.



# Home Worksite— Equipment, Continued

- # Employees may use their personal computer equipment, but appropriate security software and security procedures must be in place to avoid any impact to the DLA environment.





# Voluntary Participation

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**Participation in the DLA Telework Program is voluntary—not an employee right.**



# Eligible Position

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**A position eligible for telework involves duties that**

- # are portable**
- # are not dependent on an employee's being at the official duty station, and**
- # can be performed at an alternative worksite without impairing DLA's mission.**

# **Job Duties that May Be Suited for Telework**

- # Performing data analysis
- # Reviewing grants or cases
- # Performing computer-oriented tasks
- # Writing decisions or reports
- # Obtaining information, following-up on participants in a study
- # Editing or proofreading reports
- # Developing specifications
- # Performing legislative research



# **Job Duties that May Not Be Suited for Telework**

## **Employees who need:**

- # Daily and/or extensive face-to-face contact with the supervisor, other employees, clients, the general public, or team members.
- # Frequent access to material that cannot be moved from the regular office.
- # To travel extensively.
- # Frequent technical assistance when using computer applications.
- # To process classified information.

# **Eligible to Participate**

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**To be eligible means that employees must meet certain criteria.**

# Employees' Eligibility Criteria

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- # Work performance at the fully successful level.
- # No current leave restriction letter or written reprimand.
- # No suspension/demotion within 2 years.
- # Assigned to a field activity for at least 90 days or a new position at the same field activity for at least 30 days.
- # Official duties can be performed at an alternative worksite without impairing DLA's mission.



# **Ideal Teleworker Characteristics**

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- # Be organized and a self-starter.
- # Be conscientious and highly disciplined.
- # Need little supervision.
- # Have a history of reliable and responsible work performance.
- # Be able to establish priorities and manage time.

# Objective

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**You have now been provided with background knowledge about DLA's Telework Program.**

# Questions to Ask Yourself

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- # Does teleworking interest me?
- # Am I eligible to participate in telework?
- # Are my job duties suited to working at an alternative site?



# Follow-on Telework Training

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- # 1/2-day training session for eligible employees
- # 1/2-day training session for supervisors

# **Mandatory Training Requirement**

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**It is mandatory for eligible employees and supervisors to take the 1/2-day training session before they can telework.**

# Questions and Answers

